



**Franklin City Council Agenda  
February 8, 2021  
Council Chambers  
207 West Second Avenue  
Franklin, Virginia 23851**

**7:00 P.M.  
Regular Meeting**

**CALL TO ORDER. . . . . MAYOR FRANK M. RABIL**

**PLEASE TURN OFF CELL PHONES. . . . . MAYOR FRANK M. RABIL**

**PLEDGE OF ALLEGIANCE**

**CITIZEN'S TIME**

**AMENDMENTS TO AGENDA**

**1. CONSENT AGENDA:**

- A. Approval of January 25, 2021 minutes
- B. Celebrating Black History Month Resolution- 2021-1

**2. FINANCIAL MATTERS**

- A. Mid-Year Financial Overview

**3. OLD/ NEW BUSINESS:**

- A. Davenport Plan of Finance – Southampton County Courthouse and Capital Items
- B. Downtown Franklin Association Memorandum of Understanding
- C. City Manager's Report

**4. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS**

**5. CLOSED SESSION**

I move that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion of appointments to boards and commissions, to discuss the following subject or subjects: Western Tidewater Regional Jail, Industrial Development Authority, and Social Services Advisory Board; and

2.2-3711-A-3, Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body specifically regarding property in Downtown Franklin and along Fairview Drive.

2.2-3711-A-5, Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest

in locating or expanding its facilities in the community specifically along Pretlow Industrial Park, Armory Drive, Fairview Drive.

**Motion Upon Returning to Open Session-** I move that the City of Franklin, Virginia City Council adopt the attached closed meeting resolution to certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on February 8, 2021; (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (iii) no action was taken in closed meeting regarding the items discussed.

6. **ADJOURNMENT**

MINUTES FROM THE JANUARY 25, 2021 BUDGET WORK SESSION FOR AGENCIES AND ORGANIZATIONS

The Franklin City Council held a Budget Worksession for Agencies and Organizations on January 25, 2021 at 6:00 p.m. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

**Council Members in Attendance:** Frank Rabil, Mayor; Bobby Cutchins, Vice-Mayor; Councilman Linwood Johnson; Councilwoman Wynndolyn Copeland, Councilman Gregory McLemore; Councilman Ray Smith and Councilman Mark R. Kitchen

**Staff in Attendance:** Amanda Jarratt, City Manager and Leesa Barnes, Executive Assistant, recording minutes

**Other Staff in Attendance:** Steve Patterson, Franklin Police Chief; Robert Porti, Deputy Police Chief; Steve Newsome, Information Technology Specialist; Vernie Francis, III, Chief of Emergency Services; Tracy Spence, Director of Finance and Michelle Dandridge, Director Human Resources

**Call to Order**

Mayor Frank Rabil called the January 25, 2021 budget worksession for agencies and organizations to order at 6:00 p.m.

Amanda Jarratt, City Manager gave a brief introduction to the Budget Worksession for the Agencies and Organizations and reminded everyone in attendance that these were requests and no decisions would be made at this meeting.

**1<sup>st</sup> Presentation**

**Smart Beginnings**

**Lorraine Whitehead; Executive Director of Smart Beginnings of Western Tidewater.** Executive Director Whitehead thanked City Council for their past support. She explained that the primary purpose of the organization is to facilitate training for early childcare providers (birth to five) on the essential knowledge, skills, practices, and methodology crucial to prepare children for kindergarten.

**Smart Beginnings of Western Tidewater requested** **\$ 15,000.00**

**2<sup>nd</sup> Presentation**

**Franklin Southampton Economic Development, Inc.**

**Ashley Covington; Interim President and CEO of Franklin Southampton Economic Development, Inc. (FSEDI).** Interim President Covington thanked City Council for their continued support and explained that FSEDI is an economic development organization which focuses on marketing for new industry, retention and expansion of existing industry, small business development, entrepreneurship, and tourism. The overarching mission of FSEDI is to diversify the economic base, create high quality jobs, and seek new capital investment to improve and sustain the tax base.

**Franklin Southampton Economic Development, Inc. requested** **\$100,000.00**

MINUTES FROM THE JANUARY 25, 2021 BUDGET WORK SESSION FOR AGENCIES AND ORGANIZATIONS

**3<sup>rd</sup> Presentation**

**Blackwater Regional Library**

Mr. Neil and Stephanie Spruill, representatives for the Blackwater Regional Library thanked Franklin City Council for their continued support. Mr. Neil stated the Blackwater Regional Library provides materials of community interest as well as resources for educational purposes.

**Blackwater Regional Library requested** **\$266,157.00**

**4<sup>th</sup> Presentation**

**Stop Organization, Inc.**

Christian Joyner of Stop Organization, Inc. Ms. Joyner stated Stop's current purpose in regards to service delivery in the City of Franklin is to provide a range of strategies and initiatives which have quantifiable and potentially major impacts on the root causes of economic disadvantages. The budget request will assist in purchasing medical equipment for the Mobile Telehealth Clinic, (MTC). Stop Organization hopes to have the unit geared up and ready to receive clients by Spring 2021 and visiting predetermined sites in the City.

**Stop Organization, Inc. requested** **\$ 9,145.14**

Mrs. Joyner asked if there were any questions.

Councilman Linwood Johnson asked how many days in the week would the Mobil Telehealth Clinic visit the City of Franklin.

Mrs. Joyner replied at least two days a week.

**5<sup>th</sup> Presentation**

**Blackwater Community Events**

Mike Smith, President of Blackwater Community Events, stated that Blackwater Community Events has been responsible for the Franklin Cruise In for the past six years. Blackwater Community Events' goal is to bring business into the City of Franklin. The Blackwater Community Events has sponsored the 4<sup>th</sup> of July celebration and also assist with The Franklin Experience.

**Blackwater Community Events requested** **\$ 6,500.00**

**6<sup>th</sup> Presentation**

Liz Burgess, President of The Franklin Experience; The Franklin Experience also sponsors events in the City of Franklin such as the 4<sup>th</sup> of July celebration, the Christmas Tree display at the Farmers Market and is also planning a Lumberjack Festival in the spring of 2021.

MINUTES FROM THE JANUARY 25, 2021 BUDGET WORK SESSION FOR AGENCIES AND ORGANIZATIONS

**The Franklin Experience requested** \$ 6,500.00

City Manager, Amanda Jarratt reminded City Council that all the budget requests from Agencies and Organizations were in the binder that they received at the beginning of the budget work session.

**Adjournment**

Being there were no more presentations Mayor Frank Rabil adjourned the January 25, 2021 Budget Work Session for Agencies and Organizations.

**The January 25, 2021 Budget Work Session for Agencies and Organizations adjourned at 6:38 p.m.**

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**Mayor**

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**Clerk to City Council**

## MINUTES FROM THE JANUARY 25, 2021 REGULAR CITY COUNCIL MEETING

The Franklin City Council held a Regular City Council Meeting on January 25, 2021 at 7:00 p.m. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

**Council Members in Attendance:** Frank Rabil, Mayor; Bobby Cutchins, Vice-Mayor; Councilman Linwood Johnson; Councilwoman Wynndolyn Copeland, Councilman Gregory McLemore; Councilman Ray Smith and Councilman Mark R. Kitchen

**Staff in Attendance:** Amanda Jarratt, City Manager and Leesa Barnes, Executive Assistant, recording minutes

**Other Staff in Attendance:** Steve Patterson, Franklin Police Chief; Robert Porti, Deputy Police Chief; Steve Newsome, Information Technology Specialist; Vernie Francis, III, Chief of Emergency Services; Tracy Spence, Director of Finance and Michelle Dandridge, Director Human Resources

### Call to Order

Mayor Frank Rabil called the January 25, 2021 Regular City Council Meeting to order at 7:00 p.m.

### Citizen's Time

#### 1<sup>st</sup> Speaker

**Jennifer Bernocco resides at 604 North High Street, Franklin, Virginia 23851;** Ms. Bernocco resides in the historic district part of the City of Franklin and shared with City Council the effectiveness of historic tax credits.

#### 2<sup>nd</sup> Speaker

**Gary Lambert resides at 604 North High Street, Franklin, Virginia 23851;** Mr. Lambert spoke in support of the effectiveness of historic tax credits.

### Amendments to Agenda

Mayor Frank Rabil asked if there were any amendments to the agenda.

There were no amendments to the agenda.

## Consent Agenda

### Approval of January 11, 2021 Minutes

Mayor Frank Rabil asked if there were any additions or corrections to the minutes from the January 11, 2021 regular City Council meeting.

Being there were no additions or corrections to the minutes from the January 11, 2021 regular City Council meeting Mayor Frank Rabil asked for a motion of approval.

**Councilman Linwood Johnson made a motion to approve the minutes from the January 11, 2021 regular City Council meeting. The motion was seconded by Councilwoman Wynndolyn Copeland.**

The motion carried the vote by 7-0.

Mayor Frank Rabil stated that the motion passed unanimously.

## Financial Matters

### Budget Amendment, 2021-17 and 2021-18

#### Budget Amendment 2021-17

City Manager Amanda Jarratt called Tracy Spence, Finance Director forward to give the following overview of Budget Amendment 2021-17:

The 2020-2021 City Budget will be amended to:

- Recognize the School's supplemental appropriations of Federal and grant revenues in the amount of \$38,799.00 and to appropriate for use.
- Appropriate funds from FY20 restricted fund balance in the School Operating Fund to spend on one-time capital expenditures in the amount of \$451,000.00 as approved in the January 11, 2021 Council meeting.

**Councilman Greg McLemore made a motion to approve Budget Amendment 2021-17. The motion was seconded by Councilman Linwood Johnson.**

The motion carried the vote by 7-0.

Mayor Frank Rabil stated that the motion passed unanimously.

### **Budget Amendment 2021-18**

Tracy Spence, Director of Finance gave the following overview of Budget Amendment #2021-18:

The 2020-2021 City Budget will be amended to:

- To recognize grant revenues from “599” Law Enforcement Funds in the amount of \$11,431.00 and to appropriate such revenue for new use.
- To recognize grant revenues from Franklin Southampton Charities for the Franklin Fire Department and Hunterdale Fire Department in the amount of \$10,000.00 and to appropriate such revenue for new use.
- To recognize grant revenues from the Camp Foundation for Franklin Fire & Rescue, Franklin Police Department, Franklin Parks & Recreation Department and the Hunterdale Volunteer Fire Department in the amount of \$78,650.00 and to appropriate such revenue for new use.

**Councilman Linwood Johnson made a motion to approve Budget Amendment 2021-18. The motion was seconded by Councilman Gregory McLemore.**

The motion carried the vote by 7-0.

Mayor Frank Rabil stated the motion passed unanimously.

### **Old / New Business**

#### **COVID-19 Update from the Western Tidewater Health District**

City Manager Amanda Jarratt introduced Will Drewry, Emergency Manager from the Western Tidewater Health District to provide City Council and staff with the following update on the COVID-19 pandemic and the vaccination rollout:

- The positivity rate for the City of Franklin is currently at 14.5%, fluctuating daily.
- The City of Franklin is averaging 7 cases a day.
- 411 and citizens have received their first dose of the COVID-19 vaccine.
- The COVID-19 vaccine will now be allocated according to the population in the area which means everyone may not be able to get vaccinated.

Councilman Ray Smith asked if the vaccine automatically included the first and second shot.

Manager Drewry replied yes for example if 900 doses are given; 900 doses are set aside in Richmond for the second dose.

City Manager Jarratt stated letters have been sent to all Hampton Roads Legislative Delegation as well as to Governor Northam concerning the issue with the vaccine allocation.

Mayor Frank Rabil asked what could City Council do to help with the allocation issue.

Manager Drewry answered the City of Franklin needs leadership from Richmond to get involved.



Mayor Rabil asked if generating a letter from City Council would help.

City Manager Jarratt said she didn't think it would help but certainly couldn't hurt. She added she would draft a letter.

Councilman Gregory McLemore asked if there was designate place and time for citizens to go and be tested for the COVID-19 virus.

Manager Drewry replied currently the health department does not have the staffing to do the testing and the vaccinations at the same time.

### **Abandon Alleyway**

City Manager Amanda Jarratt introduced an initiating resolution that starts the process of abandoning an alleyway. To actually abandon an alleyway a public hearing is required and all of the adjoining property owners have to receive notification.

Councilman Ray Smith asked who pays for the plat change.

City Manager Jarratt replied typically who ever initiates the abandon alleyway process.

Councilman Smith asked what happens if the property owner does not want the alleyway.

City Manager replied then the adjoining property owners will have a chance to purchase the alleyway.

**Councilman Gregory McLemore made a motion to approve the initiating resolution that starts the process of abandoning an alleyway. The motion was seconded by Councilman Linwood Johnson.**

Mayor Frank Rabil opened the floor for discussion.

Councilman Linwood Johnson asked what happens to the right-of-way if it becomes someone's property as far as traveling through the right-of-way.

City Manager Jarratt replied this alley-way is not passable.

**The motion carried the vote by 7-0.**

**Mayor Frank Rabil stated that the motion passed unanimously.**

See Attached Resolution:

## Outside Employment Policy

City Manager Amanda Jarratt stated the City of Franklin is in the process of updating Personnel Policies. She then called Michelle Dandridge Director of Human Resources forward to give a brief overview of the Outside Employment Policy.

Director Dandridge explained that the Outside Employment Policy provides guidelines for employees who seek to engage in authorized outside employment.

### Guidelines

- Subject to the limitations set forth in Section III. B. and C. below an employee may hold a secondary job outside of City government as long as the employee satisfactorily performs their City job responsibilities. All employees holding such secondary jobs will be evaluated by the same performance standards and will be subject to the City's scheduling demands, regardless of any existing outside work requirements.
- City employees shall not engage in secondary (outside) employment during regularly scheduled work hours, while at the City's facilities or when using the City's supplies, equipment, materials or personnel. This employment must not interfere with the performance of one's job or one's conduct or responsibilities to the City.
- City employees shall not engage in any employment, activity or enterprise, which has been or may foreseeably be determined to be inconsistent, incompatible, in conflict with or have the appearance of conflict of interest with the duties, functions or responsibilities of City employment.
- Employees should reference their Departmental policies and ensure that they are in compliance with the City policy as well as an additional procedures and requirements at the Departmental level.

### Request and Approval

- Prior to accepting outside employment, City employees shall notify their Department Head in writing by submitting the designated outside employment form to their immediate supervisor. The request shall be sent to the City Manager for written approval. Applicants offered employment by the City shall also notify the hiring officer of any existing outside employment they will the requirements of this policy for current employees.
- If an employee's request for outside employment is denied, they will be provided with a written notification of the reason of the denial.
- Employees found in violation of this policy may be subject to disciplinary action up to and including dismissal.

Director Dandridge opened the floor for questions.

Councilman Mark R. Kitchen asked if this policy would be handled on a case by case basis.

Director Dandridge replied yes.

Councilwoman Wynndolyn asked if the approval had a time limit.

Director Dandridge answered that was considered but decided that would be too time consuming, so this responsibility will be the employee's supervisor to maintain.

Councilman Gregory McLemore expressed concerns about the employee possibly losing his second job if he or she was called into work if an emergency occurred.

Director Dandridge answered again that would be on a case by case scenario.

Councilman Linwood Johnson asked if there was any stipulation on what kind of second job an employee could obtain.

Director Dandridge answered possible but, again that would be on a case by case scenario.

**Councilwoman Wynndolyn Copeland made a motion to approve the Outside Employment Policy. The motion was seconded by Councilman Linwood Johnson.**

**The motion carried the vote by 7-0.**

**Mayor Frank Rabil stated that the motion passed unanimously.**

### **No Truck Discussion**

City Manager Amanda Jarratt stated the no truck discussion came up a couple of months ago but no action was made at the time so staff is bringing it back for discussion and possible action.

The proposed ordinance is listed below:

Trucks and carriers operating on certain streets.

- a) It shall be unlawful for any person to operate, or cause to be operated, any “tractor truck” or “truck,” as defined in Code of Virginia, § 46.2-100, except for the purpose of receiving loads or making deliveries, on the following streets:
  1. Clay Street from North College Drive to West 4<sup>th</sup> Avenue.
  2. North High Street from Fairview Drive through South High Street.
  3. Beamon Street, Lytton Street, Fontaine Street, Norfleet Street, Orchard Street, Lee Street, Ryland Street, Gardner Street, Gay Street, Charles Street, Vine Street.
  4. East Street, North Mechanic Street, Middle Street, North Main Street, North Franklin Street, South Franklin Street, South Main Street from East 2<sup>nd</sup> Avenue to Elm Street.
  5. East 2<sup>nd</sup> Avenue from Mechanic Street through West 2<sup>nd</sup> Avenue through Armory Drive to College Drive, East and West 5<sup>th</sup> Avenue, East and West 4<sup>th</sup> Avenue, East and West 3<sup>rd</sup> Avenue, East and West 1<sup>st</sup> Avenue, Bogart Street, West Barrett Street, East and West Jackson Street, Bowers Road.

6. South Street from South College Drive to Pretlow Street.
  
  7. Broad Street, Walnut Street, Chestnut Street, Elm Street, Birch Street, Sycamore Street, Magnolia Street, Ashton Avenue, Bolling Street, Lauren Street, Oak Street, Morton Street, Hayden Drive, Delk Street, Banks Street, Britt Street, Artis Street, Mariner Street, Virginia Street, Duffy Street, Holland Circle, West Circle, Oak Street.
  
  8. Edwards Street, Grove Street, Pearl Street, Hall Street, Malita Street, Yeidee Street, Hall Street, Fair Street, Pine Street, Holly Street, Cold Springs Street, Bruce Street, Railroad Avenue, Wilson Street, Roosevelt Street, Rosewood Avenue, Maplewood Avenue, Madison Street, Washington Street, Stonewall Street, Redwood Avenue, Cobb Street, Bracy Street, Hogart Street, Harrison Street, Thomas Street, Johnson Street, Amber Street.
  
  9. Meadow Lane, Sycamore Road, Sunset Drive, Crescent Drive from Fairview Drive to North High Street, Forest Pine Road, Page Street, Carrie Drive, Wynnwood Drive, Homestead Road, Barristers Lane, McCutcheon Street, Park Circle, Ridge Road.
- b) This section does not apply to the use of any vehicle owned, operated by, or controlled by any fire, rescue or governmental agency.

State Law reference – Authority of city to adopt truck routes, Code of Virginia, § 46.2-1304.

Mayor Frank Rabil opened the floor for questions.

Councilman Mark R. Kitchen expressed safety concerns regarding trailers turning off of High Street on to Fairview Drive.

Steve Patterson, Chief of Franklin City Police stated he understood the safety concern but though it would work out.

Councilman Kitchen asked would signage be available to direct tractor trailer drivers what route to take.

Chief Patterson confirmed that signage would be available.

**Councilman Gregory McLemore made a motion to adopt the No Truck Ordinance. The motion was seconded by Councilman Linwood Johnson.**

**The motion carried the vote by 7-0.**

**Mayor Frank Rabil stated that the motion passed unanimously.**

## City Manager's Report

City Manager Amanda Jarratt gave the following updates:

### General Updates

- The COVID-19 cases in the City of Franklin continue to increase. The City of Franklin currently has 818 cases, 43 hospitalizations, and 20 deaths. Precautions remain in place and we ask that all citizens continue to follow the recommendations of the Virginia Department of Health and Center for Disease Control. We continue to monitor the situation in the public as well as the City workforce. The City is working closely with the Virginia Department of Health of the rollout of vaccines in the community.
- The installation of additional lighting throughout the City continues. The City did receive the six inch arms Friday,
- Ten additional customers were assisted on January 8<sup>th</sup>, totaling \$3,049.71. This brings the total number of customers that have been assisted via the Municipal Utility Arrearage Assistance Program to 417 at a total of \$95,152.45. The covered period has been extended from March 1, 2020 to December 31, 2021. The criteria of a onetime payment still apply.
- City offices will be closed on Monday, February 15, 2021 in observance of President's Day. Trash collection for the Monday route will occur on Tuesday, February 16, 2021.
- City Manager Jarratt stated she is waiting to hear from Davenport on scheduling a meeting about the City of Franklin's portion of the new courthouse costs.

### Community Events

- The Department of Parks and Recreation will be sponsoring the following programs:
  - Valentine's Day activity February 6<sup>th</sup> from 12:00 p.m. to 2:00 p.m.

### Council / Staff Reports on Boards / Commissions

Mayor Frank Rabil asked if there was anything to report on Council / Staff reports on Boards / Commissions.

Councilman Linwood Johnson attended a Western Tidewater Regional Jail Board meeting and reported currently the bed count was 1,070. He added 42.30% of the budget was spent since November 2020 and currently has a balance of \$2,900,033.00.

### Closed Session

There being no further items to discuss, Mayor Frank Rabil entertained a motion to go into closed session.

Councilman Mark R. Kitchen moved that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1, discussion of appointments to boards and commissions, to discuss the following subject or subjects: Franklin Southampton Economic Development, Inc. interview panel, Industrial Development Authority, and Social Services Advisory Board; and

2.2-3711-A-3, Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body specifically regarding property in Downtown Franklin and along Fairview Drive.

2.2-3711-A-5, Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community specifically along Pretlow Industrial Park, Armory Drive, Fairview Drive.

The motion was seconded by Councilman Ray Smith.

The motion carried the vote by 7-0.

Mayor Frank Rabil stated that the motion passed unanimously.

City Council went into closed session at 7:58 p.m.

### Motion Upon Returning to Open Session

Councilman Mark R. Kitchen moved that the City of Franklin, Virginia City Council adopt the attached closed meeting resolution to certify that, to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on January 25, 2021; (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (iii) no action was taken in closed meeting regarding the items discussed.

The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 7-0.

Mayor Frank Rabil stated that the motion passed unanimously.

### Other Actions of Council

There were no other actions of Council.

**Adjournment**

Being there were no other topics to discuss Mayor Frank Rabil asked for a motion to adjourn.

Councilman Linwood Johnson made a motion to adjourn the January 25, 2021 regular City Council meeting. The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 7-0.

Mayor Frank Rabil stated that the motion passed unanimously.

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**Mayor**

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**Clerk to City Council**





**CELEBRATING BLACK HISTORY MONTH  
RESOLUTION #2021 – 01**

**WHEREAS**, *Black History Month*, originated in 1926 when Dr. Carter G. Woodson set aside a special period in February to recognize the heritage and achievements of African Americans in the United States; and

**WHEREAS**, *Black History Month* is designed to recognize and pay tribute to the many contributions of African Americans to the history, society and culture of the United States of America; and

**WHEREAS**, the contributions of African Americans from all walks of life and their endeavors to learn and thrive throughout history and make unforgettable marks in our Nation as artists, scientists, educators, business people, influential thinkers, members of the faith community, athletes, and political and governmental leaders, reflects the greatness of the United States; and

**WHEREAS**, remaining hopeful and confident about the path ahead, and a time to acknowledge the courageous fight for rights, liberties, and freedoms for all Americans,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FRANKLIN** celebrates February 2021, as Black History Month and that it calls upon all the City of Franklin’s citizens to observe this month with programs, celebrations, ceremonies and activities recognizing the amazing and everlasting efforts and accomplishments of African-Americans

Signed this 8<sup>th</sup> day of February 2021

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*Mayor Frank Rabil*



**HIGHLIGHTS – ENTERPRISE FUNDS**  
For the period ending December 31, 2020

Based on Unaudited Financial Data

# Basis of Reporting

The information enclosed is the City's Financial Report for the Enterprise Funds for the period ending December 31, 2020.

The report contains provisions for revenue and expenditure accruals.

- Reflects 6 months of revenue & expenditures – full accrual basis of accounting.

Financial Report presentation is consistent with the department's objectives to:

- Report timely, relevant, understandable and accurate financial data
- Promote accountability through monitoring, assessment and reporting.

# Airport Fund

## Revenue Analysis

Fuel sales and airport rental fees are below target with 3% of budgeted realized. Total revenues for the fund are at below target with 15% of budget realized.

## Expense Analysis

Expenses in the fund are below target with 30% of budget expended (net of transfers and depreciation). The Airport Fund has a Transfer to General Fund in the amount of \$85,844 that has not been made to date due to limited funding.

## Cash Balance

Cash balance in the Airport Fund is \$(63,378). There is an incoming Accounts Receivable related to the CARES grant in the amount of \$30,000.

# Water & Sewer Operating Fund



- **Revenue Analysis**

- Revenue from the sale of water and sewer service charges of \$1.7m at the end of the period is above target at 52.8% of budget and is \$69k greater than prior year period revenue.

- **Expense Analysis**

- Expenses in the fund are \$707k and below target at 36.8% (net of transfers, debt service and depreciation).

# Water & Sewer Fund - Operating & Capital Cash Balance

Cash balance - \$2,103,530

Month	FY 19-20	FY 20-21
July	\$ 1,410,586	\$ 1,558,381
August	\$ 1,482,420	\$ 1,638,604
September	\$ 1,334,351	\$ 1,748,855
October	\$ 1,379,217	\$ 1,815,734
November	\$ 1,599,327	\$ 2,063,176
December	\$ 1,660,600	\$ 2,103,530
January	\$ 1,360,730	
February	\$ 1,357,651	
March	\$ 1,454,808	
April	\$ 1,609,358	
May	\$ 1,743,265	
June	\$ 1,644,502	

# Solid Waste Fund

## Revenue Analysis

Revenue for the Solid Waste Fund is slightly above target with revenue at \$676k or 52% of budget and is comparable to prior year.

## Expense Analysis

Expenses in the fund at \$348k are below target with 34% of budget expended (net of depreciation, transfers and debt service) and comparable to prior year expenses.

## Cash Balance

Cash balance in the Solid Waste Operating & Capital Fund is \$522,114.

# Solid Waste Fund – Operating & Capital Cash Balance

Cash balance - \$522,114

Month	FY 19-20	FY 20-21
July	\$399,753	\$655,496
August	\$426,513	\$675,255
September	\$396,737	\$703,766
October	\$439,368	\$731,369
November	\$491,141	\$751,078
December	\$497,577	\$522,114
January	\$537,559	
February	\$554,955	
March	\$572,264	
April	\$554,415	
May	\$561,279	
June	\$622,099	



# Electric Fund

## • Revenue Analysis

- Revenue from energy sales at \$6.8m is slightly below target at 45% of budget; below is a snapshot of prior year billed service revenue, current year budget, actual and % of budget realized:

Account Description	FY20		FY21		% Realized
	Actual Dec 31		Budget	Actual Dec 31	
Sale of Electricity -Fuel Adj	\$ 530,386	\$	848,337	\$ 94,834	11.2%
Sale of Electric Energy-Residential	3,917,396		8,193,178	3,884,804	47.4%
Sale of Electricity-Commercial	2,994,177		6,067,818	2,863,016	47.2%
Cycle & Save	(59,365)		(109,680)	(59,255)	54.0%
	\$ 7,382,594	\$	14,999,653	\$ 6,783,399	45.2%

## • Expense Analysis

- Expenses associated with the sale of energy for the fiscal year was \$4.4m and is below budget at 32.6% of the total budget (net of depreciation, transfers and debt service).

# ELECTRIC FUND - OPERATING & CAPITAL CASH ANALYSIS

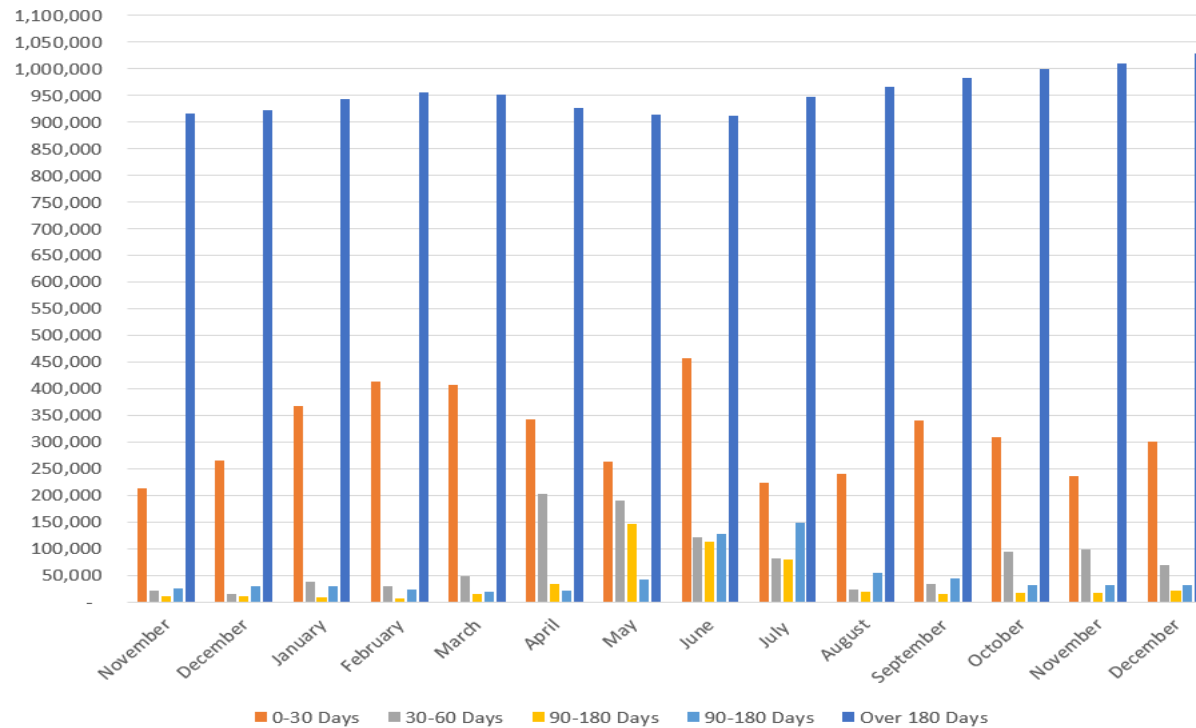
	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021
7/31	\$ 724,794	\$ 276,984	\$ 1,421,109	\$ 3,074,620	\$ 5,429,626	\$ 5,546,798
8/31	\$ 774,246	\$ 453,148	\$ 1,127,645	\$ 3,531,450	\$ 5,025,518	\$ 5,726,721
9/30	\$ 942,197	\$ 729,003	\$ 1,431,729	\$ 3,528,504	\$ 4,967,485	\$ 5,843,182
10/31	\$ 956,592	\$ 822,659	\$ 2,165,716	\$ 3,745,667	\$ 5,036,687	\$ 6,021,191
11/30	\$ 919,275	\$ 922,617	\$ 2,257,635	\$ 3,900,663	\$ 5,020,008	\$ 6,155,756
12/31	\$ 788,629	\$ 791,600	\$ 2,121,184	\$ 3,888,745	\$ 5,048,156	\$ 5,933,580
1/31	\$ 322,369	\$ 554,258	\$ 1,745,487	\$ 3,823,684	\$ 4,972,661	
2/28	\$ 366,352	\$ 644,526	\$ 1,712,725	\$ 4,073,328	\$ 5,084,727	
3/31	\$ 502,204	\$ 888,414	\$ 2,134,253	\$ 4,364,455	\$ 5,328,462	
4/30	\$ 474,040	\$ 970,688	\$ 2,328,448	\$ 4,483,132	\$ 5,337,317	
5/31	\$ 448,880	\$ 990,559	\$ 2,648,506	\$ 4,672,671	\$ 5,399,142	
6/30	\$ 343,328	\$ 807,485	\$ 2,823,097	\$ 4,690,508	\$ 5,640,171	

Cash in the Electric Fund at \$5,933,580 decreased by \$222,175 from the prior month period.

### Policy Evaluation:

Cash is above minimum policy guideline of \$1.494 million by \$4.4 million.

Electric Accounts Receivable (including Penalties)  
Aged Report Chart



The receivables in the 1<sup>st</sup> four groups are serviced by the Utility Billing Department. The receivables in the “Over 180 days” group are inactive receivables and are serviced by the City Treasurer’s Department.



**HIGHLIGHTS – GENERAL FUND**  
For the period ending December 31, 2020

Based on Unaudited Financial Data

# Basis of Reporting

The information enclosed is the City's Financial Report for the General Fund for the period ending December 31, 2020.

The report contains provisions for most revenue and expenditure accruals.

- Reflects 6 months of revenues & expenditures in most cases (where noted, the 6<sup>th</sup> month has been estimated) – modified accrual basis of accounting.

Financial Report presentation is consistent with the department's objectives to:

- Report timely, relevant, understandable and accurate financial data
- Promote accountability through monitoring, assessment and reporting.

# General Property Taxes- Overall BUDGET COMPARISON-Cash Basis

	2020-2021	ACTUAL	BUDGET	2019-2020	ACTUAL	BUDGET
REVENUE SOURCE	BUDGET	Current Year	%	BUDGET	Prior Year	%
Real Estate Taxes-Current	\$ 5,635,484	\$ 2,789,758	49.5%	\$ 5,835,769	\$ 2,755,843	47.2%
Real Estate Taxes-Delinquent	220,000	354,019	160.9%	220,000	143,311	65.1%
Personal Property Taxes-Current	1,398,200	1,423,097	101.8%	1,542,200	1,397,940	90.6%
Personal Property Taxes-Delinquent	35,000	23,118	66.1%	35,000	49,756	142.2%
Machinery & Tools	20,600	23,196	112.6%	20,600	22,618	109.8%
Penalties & Interest Taxes	117,000	109,192	93.3%	139,000	52,990	38.1%
Public Service Corporation Taxes	80,150	68,639	85.6%	80,150	84,522	105.5%
<b>GENERAL PROPERTY TAX</b>	<b>\$ 7,506,434</b>	<b>\$ 4,791,019</b>	<b>63.8%</b>	<b>\$ 7,872,719</b>	<b>\$ 4,506,980</b>	<b>57.2%</b>

Current	4,791,019
Prior Year	\$ 4,506,980
Net Change \$	284,039
Net Change %	6.30%

# Local Tax Revenue Prior Year Comparison Modified Accrual Basis

	Meals Taxes	Lodging Taxes	Cigarette Taxes	Sales Taxes	Total
Dec-20	857,345	91,476	169,757	989,198	2,107,776
Dec-19	773,575	80,532	183,735	914,942	1,952,784
Prior Year \$	83,770	10,944	(13,978)	74,256	154,992
Prior Year %	10.83%	13.59%	-7.61%	8.12%	7.94%

# Local Tax Revenue Budget to Actual Comparison

Benchmark – 50%

	FY 20-21 Budget	12/31/2020	% of Budget Realized
Local Sales & Use*	\$ 1,450,000	\$ 989,198	68.2%
Cigarette Taxes	\$ 292,000	\$ 169,757	58.1%
Meals Taxes*	\$ 1,233,500	\$ 857,345	69.5%
Lodging Taxes*	<u>\$ 128,000</u>	<u>\$ 91,476</u>	<u>71.5%</u>
<b>Total Local Tax Revenue</b>	<b>\$ 3,103,500</b>	<b>\$ 2,107,776</b>	<b>67.9%</b>

\*prepared on modified accrual  
basis

At six (6) months into the fiscal year, all local tax revenue has exceeded targeted projections. If revenue collections continue at current pace, there will be a \$1.1m excess.



# Local Tax Revenue Cash Comparison to Prior Year

	<b>FY 20-21 Cash Collected at 12.31.20</b>	<b>FY 19-20 Cash Collected at 12.31.19</b>	<b>Difference</b>
Local Sales & Use* (5 months)	\$ 659,466	\$ 609,961	\$ 49,505
Cigarette Taxes (6 months)	\$ 169,757	\$ 183,735	\$ (13,978)
Meals Taxes* (5 months)	\$ 714,454	\$ 644,646	\$ 69,808
Lodging Taxes* (5 months)	\$ <u>76,230</u>	\$ <u>67,110</u>	\$ <u>9,120</u>
<b>Total Local Tax Revenue</b>	<b>\$ 1,619,907</b>	<b>\$ 1,505,452</b>	<b>\$ 114,455</b>

\*prepared on cash basis

In the pandemic, all local revenue collections were higher with the exception of cigarette tax revenues.

## Revenue & Expenditure Summary – Cash Basis



General Fund revenue at the end of the period totaled \$13.8 mil and represented 55% of budget which is \$1.3m greater than the prior year. This is attributable to \$244k in real estate tax collections, \$871k in EMS contract revenue and \$213k in State grant revenue.



General Fund expenditures at the end of the period totaled \$11.4 mil and represented 46% of the total budget; when compared to the prior year period of \$10.5, this is a \$923k increase.



FY21 Fund Balance Appropriated by Council for planned expenditures at Dec 31st: \$412,715

## General Fund Revenue – Prior Year Comparison – Cash Basis

General Fund Account Description	FY20 Actual Revenue Thru 12.31.20	FY21 Budgeted Revenue	FY21 Actual Revenue Thru 12.31.20	FY21 Balance/Excess/Deficit	% Realized	Prior Year Variance Good (Bad)
REAL PROPERTY TAXES	2,899,155	5,855,484	3,143,777	(5,237,515)	53.69%	244,622
PUBLIC SERVICE CORPORATION TAXES	84,522	80,150	68,639	(80,149)	85.64%	(15,884)
PERSONAL PROPERTY TAXES	1,468,679	1,433,200	1,446,215	(1,179,592)	100.91%	(22,464)
MACHINERY & TOOLS TAXES	-	20,600	23,196	(20,600)	112.60%	23,196
PENALTIES AND INTEREST	53,202	117,000	109,192	(35,286)	93.33%	55,990
OTHER LOCAL TAXES	609,961	1,450,000	659,466	(1,122,403)	45.48%	49,504
UTILITY TAXES	291,244	561,000	272,788	(375,970)	48.63%	(18,457)
BUSINESS LICENSE TAXES	7,732	791,500	15,411	(778,428)	1.95%	7,679
MOTOR VEHICLE LICENSES	124,337	185,000	133,652	(142,753)	72.24%	9,315
BANK STOCK TAXES	-	50,000	-	(50,000)	0.00%	-
TAXES ON RECORDATION AND WILLS	17,402	50,000	21,598	(37,748)	43.20%	4,195
CIGARETTE TAXES	183,735	292,000	169,757	(190,173)	58.14%	(13,978)
LODGING TAXES	67,110	128,000	76,230	(79,150)	59.55%	9,120
MEALS TAX	644,646	1,233,500	714,454	(797,760)	57.92%	69,808
PROBATE TAXES	610	1,500	391	(1,430)	26.10%	(219)
PERMITS AND OTHER LICENSES	105,724	77,885	60,468	(108,700)	77.64%	(45,256)
FINES AND FORFEITURES	11,403	25,300	7,580	(21,551)	29.96%	(3,823)
REVENUE FROM USE OF MONEY	785	1,500	726	(1,074)	48.41%	(59)
REVENUE FROM USE OF PROPERTY	158,727	238,811	151,496	(120,964)	63.44%	(7,231)
CHARGES FOR CURRENT SERVICES	7,450	11,150	1,552	(10,128)	13.92%	(5,898)
CHARGES FOR OTHER PROTECTION	237,293	474,500	234,813	(306,149)	49.49%	(2,479)
MISC BILLING SERVICES	894	-	1,468	660	-	574
CHG FOR SANITATION & WASTE REMOVAL	2,821	10,000	8,733	(5,244)	87.33%	5,912
CHARGES FOR ADMIN-FUNDS	623,676	1,366,353	683,177	(910,902)	50.00%	59,500
RECREATIONAL FEES	3,472	27,000	1,112	(25,888)	4.12%	(2,360)
MISCELLANEOUS	1,375,215	1,614,080	1,314,239	(388,920)	81.42%	(60,975)
RECOVERED COSTS	114,665	2,251,227	916,056	(1,893,062)	40.69%	801,391
NON-CATEGORICAL AID STATE	1,021,295	1,578,297	1,003,400	(1,437,124)	63.57%	(17,895)
SHARED EXPENSES	63,851	206,704	63,860	(169,090)	30.89%	9
CATEGORICAL AID - STATE	1,296,898	2,705,449	1,510,115	(1,926,229)	55.82%	213,217
CATEGORICAL AID - FEDERAL GOVERNMENT	101,478	200,154	105,167	(124,511)	52.54%	3,689
FUNDS TRANSFERS	919,697	1,942,459	919,697	(1,742,043)	47.35%	-
<b>Sub Total</b>	<b>12,497,678</b>	<b>24,979,803</b>	<b>13,838,424</b>	<b>(19,319,878)</b>		<b>1,340,746</b>
APPROPRIATED FUND BALANCE BY COUNCIL		412,715				
<b>General Fund Revenue Total</b>	<b>12,497,678</b>	<b>25,392,518</b>	<b>13,838,424</b>	<b>(19,319,878)</b>		<b>1,340,746</b>

# General Fund Expenditures – Prior Year Comparison – Cash Basis

General Fund Department	FY20 Actual Expenditures Thru 12.31.19	FY21 Budgeted Expenditures	FY21 Actual Expenditures Thru 12.31.20	FY21 Balance/Excess/(Deficit)	% Expended	Prior Year Variance Good (Bad)
**CITY COUNCIL **	105,806	147,836	102,828	45,008	69.56%	2,978
CITY MANAGER *****	103,823	228,801	120,678	108,123	52.74%	(16,855)
CITY ATTORNEY *****	92,377	150,600	44,942	105,658	29.84%	47,435
MANAGEMENT SERVICES & HR*****	86,992	215,039	96,298	118,741	44.78%	(9,307)
COMMISSIONER OF THE REVENUE *****	132,616	294,209	145,424	148,786	49.43%	(12,808)
REAL ESTATE ASSESSOR *****	26,757	77,755	28,039	49,716	36.06%	(1,282)
CITY TREASURER *****	151,837	365,969	166,139	199,830	45.40%	(14,303)
ACCOUNTING *****	249,845	328,551	195,500	133,051	59.50%	54,346
PURCHASING & GENERAL SERVICES****	39,017	80,148	39,690	40,458	49.52%	(673)
UTILITY COLLECTIONS & BILLING *****	134,649	350,057	169,604	180,453	48.45%	(34,955)
INSURANCE *****	105,523	218,314	102,575	115,739	46.99%	2,947
INFORMATION TECHNOLOGY*****	74,713	316,352	125,528	190,824	39.68%	(50,815)
BOARD OF ELECTIONS *****	64,139	206,111	113,531	92,580	55.08%	(49,392)
CIRCUIT COURT ***	7,850	9,091	9,091	-	100.00%	(1,241)
GENERAL DISTRICT COURT ***	12,598	14,425	3,551	10,874	24.62%	9,047
CLERK OF CIRCUIT COURT ***	63,800	69,740	69,740	-	100.00%	(5,940)
SHERIFF'S OFFICE ***	201,365	146,813	146,813	-	100.00%	54,552
DISTRICT COURT SERVICE ***	40,386	104,288	36,653	67,635	35.15%	3,733
COMMONWEALTH'S ATTORNEY ***	44,054	72,821	50,821	22,000	69.79%	(6,767)
WESTERN TIDEWATER REGIONAL JAIL**	474,007	1,021,052	1,021,052	-	100.00%	(547,046)
POLICE ***	1,368,178	2,805,950	1,049,411	1,756,540	37.40%	318,768
E - 911 *****	299,532	767,011	200,337	566,674	26.12%	99,195
EMERGENCY MANAGEMENT SERVICES ***	1,077,230	4,256,332	1,127,922	3,128,410	26.50%	(50,693)
BUILDING INSP & CODE ENFORCEMENT***	240,818	496,639	145,203	351,436	29.24%	95,615
ANIMAL CONTROL*****	27,108	113,198	24,902	88,296	22.00%	2,206
PUBLIC WORKS-STREET MAINTENANCE****	490,552	1,206,490	513,116	693,374	42.53%	(22,564)
PUBLIC WORKS-SNOW REMOVAL****	1,628	15,000	1,671	13,329	11.14%	(43)
PUBLIC WORKS-GARAGE****	100,906	218,662	92,481	126,181	42.29%	8,425
BUILDING MAINTENANCE-GENERAL*****	297,953	894,273	349,657	544,615	39.10%	(51,704)
BUILDING MAINTENANCE-ARMORY***	-	5,000	492	4,508	9.84%	(492)
BUILDING MAINTENANCE-CITY HALL****	98,692	207,580	71,452	136,128	34.42%	27,240
BLDG MAINTENANCE-SOC SERVICES****	38,414	100,119	44,445	55,674	44.39%	(6,030)
BUILDING MAINTENANCE-HEALTH DEPT**	9,833	38,580	11,012	27,568	28.54%	(1,179)
HEALTH DEPARTMENT*****	55,000	110,000	55,000	55,000	50.00%	-
MENTAL HEALTH*****	-	33,262	-	33,262	0.00%	-
CHILDREN'S CENTER*****	317,124	644,967	322,476	322,491	50.00%	(5,352)
RECREATION*****	173,453	520,323	174,578	345,744	33.55%	(1,125)
CEMETERIES*****	15,983	98,760	54,086	44,674	54.76%	(38,102)
SENIOR CITIZENS TITLE III ***	-	5,993	-	5,993	0.00%	-
SENIOR CITIZENS NUTRITION ***	1,210	-	-	-	-	1,210
LIBRARY*****	151,340	271,891	124,335	147,557	45.73%	27,005
PLANNING AND ZONING****	123,580	199,359	53,481	145,878	26.83%	70,099
BEAUTIFICATION COMMISSION ****	830	6,858	203	6,656	2.95%	627
DOWNTOWN DEVELOPMENT *****	34,986	74,390	33,279	41,111	44.74%	1,707
PAYMENTS TO SOUTHAMPTON COUNTY ***	-	500,000	-	500,000	0.00%	-
NON-DEPARTMENT MISCELLANEOUS**	7,165	750	359	391	47.89%	6,806
TRANSFERS*****	3,351,626	7,038,983	4,180,125	2,858,858	59.39%	(828,499)
<b>Sub Total</b>	<b>10,495,295</b>	<b>25,048,342</b>	<b>11,418,521</b>	<b>13,629,822</b>		<b>(923,225)</b>
RESERVE BY COUNCIL	0	344,176.00	0	344,176		
<b>General Fund Expenditure Total</b>	<b>10,495,295</b>	<b>25,392,518</b>	<b>11,418,521</b>	<b>13,973,998</b>		<b>(923,225)</b>



Office of the City Manager  
Amanda C. Jarratt

February 2, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Davenport Plan of Finance

### **Background Information**

As you all are aware construction of the Southampton County Courthouse is set to begin in September of 2021. The time has come to begin the process to borrow funds to pay for the City of Franklin's share of this project. Davenport will provide City Council with a financing strategy that will have the least possible impact on the City budget. In addition, there are several projects identified by staff that need financing as outlined below.

- Southampton County Courthouse Project Not to exceed \$20M- The City of Franklin is responsible for 21.42% of the cost equaling \$4,284,000.00.
- Purchase of Franklin Redevelopment and Housing Authority Office \$368,000- This project will replace the existing Social Services building which has suffered significant and costly building issues over the years.
- Price TBD- purchase of bathroom facilities at Barrett's Landing.
- Excavator Replacement \$288,080 - This project would provide for the replacement of a 1998 excavator which is utilized by the Streets Division. This machine performs grading, excavating, as well as mowing and debris removal. The age of this machine makes us susceptible to breakdowns and difficult in securing parts for repairs.
- Public Works Garage \$66,800- This project would replace two 30 years old oil furnaces and add air conditioning to the Public Works garage. Replace old wiring, receptacles, and panel box. This provides a more effective and efficient heat source by replacing oil units that are well past their life expectancy. This will cut the cost of health oil for this facility and provide a cleaner and healthier environment. This will also be beneficial in cost savings of service calls. Electrical upgrades will bring everything up to current code.
- Health Department \$125,127- This project will replace all original windows, paint interior, and replace ceiling tiles. This will add to the life of the building. This will also make the HVAC more efficient which will be a cost savings. Painting and ceiling tile will make this a clearer, healthier, and safer environment of the customers and employees.
- Leaf Loader Truck \$250,000- This project provides for the replacement of the Leaf Loader Truck in the refuse division. Funds will be utilized to replace a 27-year-old Leaf Loader Truck with 63,702 miles and 7,600 hours that has outlived its usefulness. Parts are getting difficult to find and repair costs for FY20-21 have exceeded \$20,000 in six months.

### **Needed Action**

Authorize staff to work with Davenport to begin the process to finance the approved projects.

# Capital Funding Strategies

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City of Franklin, Virginia



February 8, 2021

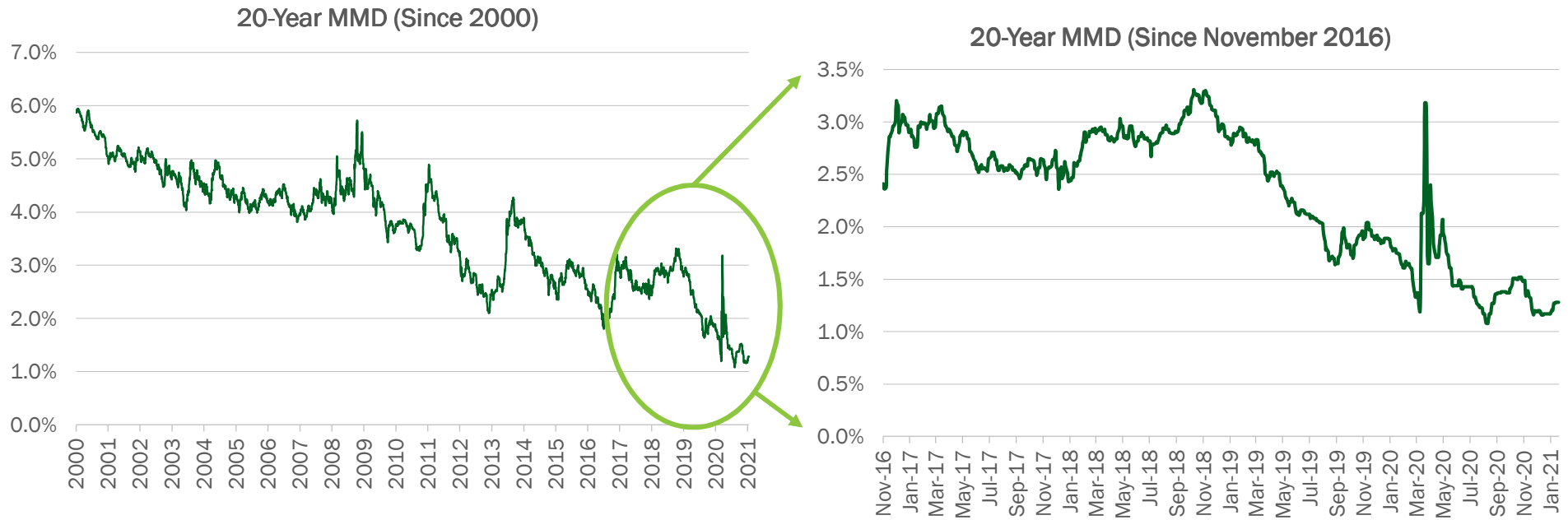


# Key Assumptions

- The City of Franklin (the “City”) will need roughly \$5 million on/about July 1<sup>st</sup> of this year to fund its share of the Courthouse Project.
- In addition, the City identified a need for additional funding of approximately \$1.2 million for the following:
  - \$448,000 for Department of Social Services;
  - \$80,000 for a Park Project;
  - \$594,000 of Other General Fund Capital Priorities.
- Interest rates are at/near historic/modern day lows which provide an opportunity for potential refinancing for debt service savings.
- Davenport has identified a possible refunding opportunity of the City’s 2013 VRA Bonds.
  - Approximately \$1.65 million is outstanding
  - Current Average Interest Rate = 4.3%
  - Final maturity is in FY2039
- **Plan of Finance:**

Working closely with City Staff, Davenport developed a holistic strategy (i.e. Plan of Finance) to incorporate the \$5.5 mm of New Money needs and strategically refund the 2013 Bonds so as to minimize budgetary stress on the General Fund.

# Interest Rate Trends | Tax-Exempt



*Long term interest rates have continued to decline and remain at historical lows.*



# Plan of Finance Approach



- **Approach:**

1. Strategically refinance/restructure the 2013 VRA debt so as to “free-up” cash flow savings over the next decade (details in the appendix).
2. Layer in approximately \$6.2 mm so that the net budgetary impact over the next decade is minimized and phased in.
3. Discuss building up a future revenue stream(s) that can meet the increased debt service in the next decade.

## Approximate Budget Impact of Plan of Finance

Fiscal Year	New Money Payment	Refinancing Cash-Flow Savings	Remaining DSS Depreciation and Interest Pmts	Net Budget Impact	Approximate Real Estate Impact (\$0.01)	Notes:
2022	\$96,000	(\$55,000)	(\$85,000)	--	--	1/2 yr interest
2023	192,000	(55,000)	(80,000)	57,000	1	Full year interest
2024	192,000	(55,000)		137,000	1	Full year interest
2025	367,538	(55,000)		312,538	3	Begin Level P+I Payments for 25 yrs
<b>Total</b>					<b>5</b>	

Note:

(1) Assumes \$6.12 mm of funding for projects @ 3% planning interest rate with estimated cost of issuance and contingency factored in for planning. Value of one penny on the real estate tax rate is assumed at \$55,000 with 2% growth. Refinancing cash-flow factors in approximate results of Strategic Refunding/Restructuring shown in appendix.

# Next Steps

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- February 8, 2021
- Present Plan of Finance to City Council.
- March/May
- Implement Plan of Finance.
- Late May/June
- Close on Plan of Finance.

# Appendices

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# Summary of Tax Supported Debt



## General Fund Debt

Series/Project	Lender	Outstanding 6/30/2020	Interest Rate	Final Maturity	Call Provisions
2019 G.O. Taxable Refunding Bonds	Public Market	\$5,280,000	2.01% - 3.40%	1/15/39 (FY 2039)	1/15/29 at 100%
2019B G.O. New Money Bond	Sterling	5,000,000	2.70%	1/15/38 (FY 2038)	1/15/25 at 100%
2013 VRA G.O. Refunding Bonds	VRA	1,715,000	2.125% - 5.125%	10/1/38 (FY 2039)	10/1/23 at 100%
2011 Fire Truck Lease	Muni Asset Mgmt	24,810	3.74%	8/30/20 (FY 2021)	N/A
<b>Total</b>		<b>\$12,019,810</b>			

## Schools Debt

Series/Project	Lender	Outstanding 6/30/2020	Interest Rate	Final Maturity	Call Provisions
2019 G.O. Taxable Refunding Bonds	Public Market	\$1,400,000	2.01% - 3.40%	1/15/38 (FY 2038)	1/15/29 at 100%
2014 G.O. Qualified Zone Academy Bond	Wells Fargo	1,180,000	0.00%	12/1/24 (FY 2025)	N/A
2013 VPSA G.O. School Bonds <sup>(1)</sup>	VPSA	1,340,000	3.05% - 5.05%	7/15/33 (FY 2034)	VPSA Discretion
2005 G.O. Qualified Zone Academy Bond	B of A	197,640	0.00%	12/29/20 (FY 2021)	N/A
<b>Total</b>		<b>\$4,117,640</b>			

**Total Tax Supported Debt as of 6/30/2020** **\$16,137,450**

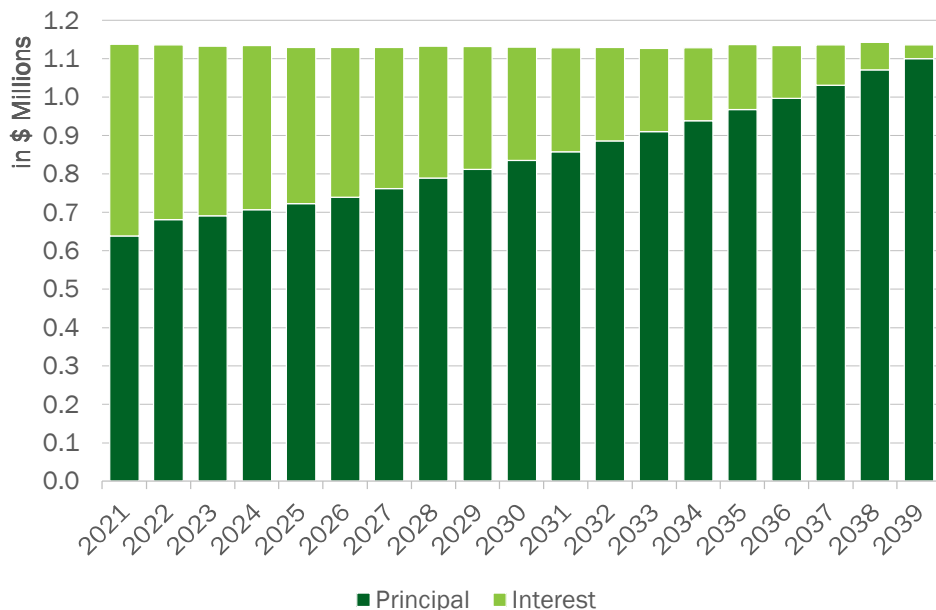
(1) Shows balance following the Fall 2020 refunding of the 2013 VPSA bonds.



# Tax Supported Debt Profile

- In Fall/Winter of 2019, the City borrowed \$5 million for General Fund new money projects (the 2019B Bond) and completed a Strategic Refunding/Restructuring of outstanding debt (the 2019 Taxable Refunding Bonds).
- Following completion of the 2019 Plan of Finance, the City has a tax supported debt profile with roughly equal annual payments.

Total Existing Tax Supported Debt Service



Total Existing Tax Supported Debt Service

FY	Principal	Interest	Total
<b>Total</b>	<b>\$16,137,450</b>	<b>\$5,386,195</b>	<b>\$21,523,646</b>
2021	638,450	498,962	1,137,413
2022	681,000	455,336	1,136,336
2023	691,000	441,891	1,132,891
2024	707,000	427,373	1,134,373
2025	723,000	406,628	1,129,628
2026	739,000	390,349	1,129,349
2027	762,000	367,910	1,129,910
2028	789,000	344,128	1,133,128
2029	812,000	319,669	1,131,669
2030	835,000	295,337	1,130,337
2031	858,000	270,240	1,128,240
2032	886,000	243,959	1,129,959
2033	910,000	216,550	1,126,550
2034	939,000	188,660	1,127,660
2035	968,000	169,132	1,137,132
2036	997,000	137,586	1,134,586
2037	1,031,000	105,063	1,136,063
2038	1,071,000	71,375	1,142,375
2039	1,100,000	36,049	1,136,049

Source: Bond Documents, City staff.

# Refunding of the 2013 VRA Bonds

## Strategic Refunding/Restructuring

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- Taxable Advance Refunding through the Spring 2021 VRA Pooled Financing Program
  
- Call Date = 10/1/2023
  
- Refunding of All Outstanding Maturities
  
- Refunded 2013 VRA Bonds
  - Par Amount Refunded = \$1,655,000
  - Maturities due 10/1/2021 - 10/1/2038
  - Average Coupon = 4.29%
  
- Estimated Refunding Results
  - Estimated New All-in Interest Rate = 2.62%
  - Cash Flow Freed Up = approximately \$57,000 per year from FY 2022-2031 = \$570,000 over the next 10 years.
  - Total Debt Service Cost = approximately \$14,000
  - Present Value (PV) Savings (%) = 4.7%

Note: Estimated results are preliminary, subject to change. Based on a estimated market interest rates as of January 20, 2021. Actual results may vary from these estimates.

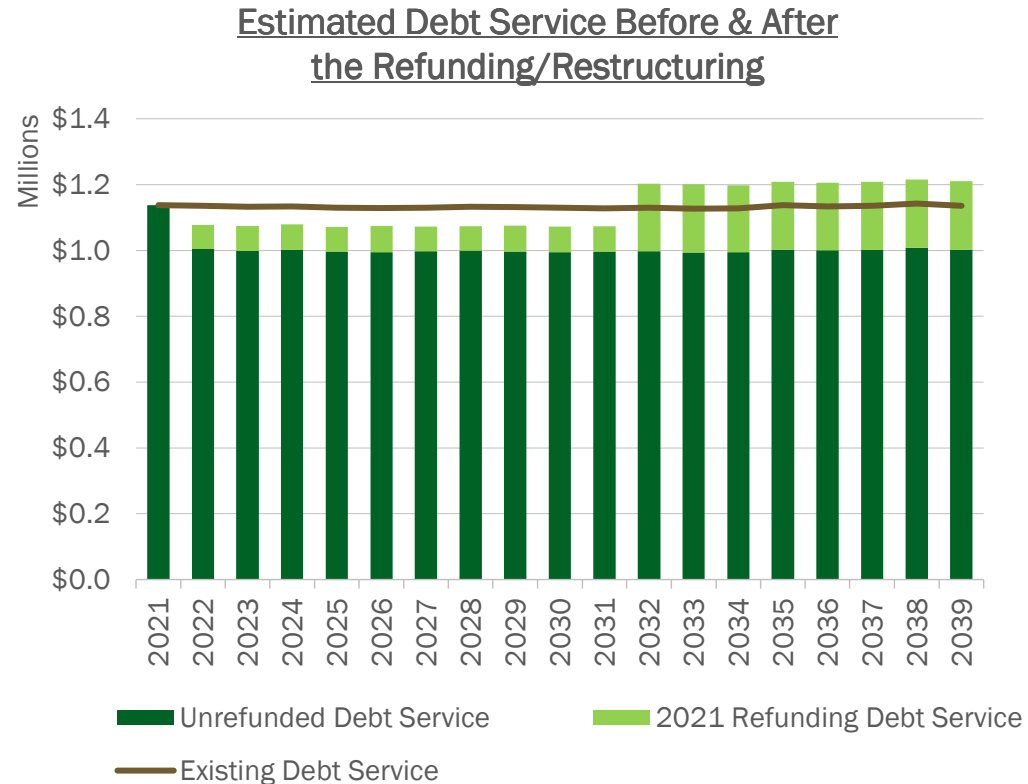
# Refunding of the 2013 VRA Bonds

## Strategic Refunding/Restructuring



- Based on estimated market rates, the Strategic Refunding/Restructuring could potentially:
  - Maintain final maturity of the City's tax-supported debt (i.e. no extension of debt); and
  - Free up approximately \$570,000 over the next 10 years, equivalent to \$57,000 per year in FY 2022-2031;
  - At a total cost of approximately \$14,000 in debt service over the life of the loan (roughly a Break-Even); and
  - With a Present Value Savings of approximately \$75,000 (4.7% of refunded par).

	A	B	C	D = A - B + C	A - D = E
FY	Existing Debt Service	Refunded 2013 VRA Debt Service	2021 Refunding Debt Service	Resulting Debt Service	Savings
Total	\$21,523,646	\$2,400,969	\$2,414,819	\$21,537,496	(\$13,850)
2021	\$1,137,413	\$0	\$0	\$1,137,413	\$0
2022	1,136,336	131,878	73,565	1,078,024	58,313
2023	1,132,891	134,449	75,895	1,074,336	58,555
2024	1,134,373	131,293	75,693	1,078,772	55,601
2025	1,129,628	133,221	75,449	1,071,855	57,773
2026	1,129,349	135,137	80,130	1,074,342	55,007
2027	1,129,910	131,887	74,749	1,072,772	57,138
2028	1,133,128	133,365	74,313	1,074,077	59,052
2029	1,131,669	134,637	78,767	1,075,799	55,870
2030	1,130,337	135,753	78,131	1,072,715	57,622
2031	1,128,240	131,690	77,444	1,073,994	54,246
2032	1,129,959	132,434	205,581	1,203,106	(73,147)
2033	1,126,550	132,941	207,429	1,201,038	(74,488)
2034	1,127,660	133,408	204,009	1,198,261	(70,601)
2035	1,137,132	133,843	205,312	1,208,601	(71,469)
2036	1,134,586	134,068	206,326	1,206,844	(72,258)
2037	1,136,063	134,069	207,042	1,209,036	(72,973)
2038	1,142,375	133,828	207,449	1,215,996	(73,621)
2039	1,136,049	133,069	207,537	1,210,517	(74,468)



Note: Estimated results are preliminary, subject to change. Based on a estimated market interest rates as of January 20, 2021. Actual results may vary from these estimates.

# Summary of Utility Debt



## Water & Sewer Debt (Long-Term Debt)

Series/Project	Lender	Outstanding 6/30/2020	Interest Rate	Final Maturity	Call Date
2012A G.O. Taxable Refunding Bond	Truist	\$946,000	3.49%	1/15/24 (FY 2024)	Anytime at 100%
2012B G.O. Refunding Bond	Truist	156,000	2.19%	1/15/23 (FY 2023)	Anytime at 100%
2010 G.O. Refunding Bonds	Public Market	205,000	3.75% - 4.50%	1/15/24 (FY 2024)	Anytime at 100%
<b>Total</b>		<b>\$1,307,000</b>			

## Solid Waste Fund (Long-Term Debt)

Series/Project	Lender	Outstanding 6/30/2020	Interest Rate	Final Maturity	Call Date
2019 G.O. Taxable Refunding Bonds	Public Market	\$255,000	2.08% - 2.84%	1/15/32 (FY 2032)	1/15/29 at 100%
<b>Total</b>		<b>\$255,000</b>			

## Electric Fund Debt (Long-Term Debt)

Series/Project	Lender	Outstanding 6/30/2020	Interest Rate	Final Maturity	Call Date
2019B G.O. New Money Bond	Sterling	\$3,000,000	2.70%	1/15/38 (FY 2038)	1/15/25 at 100%
2012B G.O. Refunding Bond	Truist	273,000	2.19%	1/15/23 (FY 2023)	Anytime at 100%
2010 G.O. Refunding Bonds	Public Market	295,000	4.50%	1/15/22 (FY 2022)	Anytime at 100%
<b>Total</b>		<b>\$3,568,000</b>			

**Total Long-Term Utility Debt as of 6/30/2020** **\$5,130,000**

## Electric Fund Interim Financing

Series/Project	Lender	Principal	Interest Rate	Final Maturity	Call Date
2019A G.O. Line of Credit Note <sup>(1)</sup>	SunTrust	Up to \$2,100,000	2.04%	1/15/24 (FY 2024)	Anytime at 100%

(1) Principal on the 2019A Note can be drawn down as needed. Amount of current principal drawdowns to be determined.



# Utility Debt Detail



- The City’s existing utility debt service is shown below.

## Water & Sewer Debt

FY	Principal	Interest	Total
<b>Total</b>	<b>\$1,307,000</b>	<b>\$112,029</b>	<b>\$1,419,029</b>
2021	321,000	44,869	365,869
2022	333,000	33,824	366,824
2023	343,000	22,374	365,374
2024	310,000	10,962	320,962
2025	-	-	-
2026	-	-	-
2027	-	-	-
2028	-	-	-
2029	-	-	-
2030	-	-	-
2031	-	-	-
2032	-	-	-
2033	-	-	-
2034	-	-	-
2035	-	-	-
2036	-	-	-
2037	-	-	-
2038	-	-	-

## Electric Fund Debt

FY	Principal	Interest	Total
<b>Total</b>	<b>\$3,568,000</b>	<b>\$1,142,633</b>	<b>\$4,710,633</b>
2021	239,000	173,366	412,366
2022	248,000	134,485	382,485
2023	250,000	125,553	375,553
2024	160,000	137,127	297,127
2025	160,000	72,117	232,117
2026	164,000	67,797	231,797
2027	168,000	63,369	231,369
2028	173,000	58,833	231,833
2029	177,000	54,162	231,162
2030	182,000	49,383	231,383
2031	187,000	44,469	231,469
2032	192,000	39,420	231,420
2033	197,000	34,236	231,236
2034	203,000	28,917	231,917
2035	208,000	23,436	231,436
2036	214,000	17,820	231,820
2037	220,000	12,042	232,042
2038	226,000	6,102	232,102

## Solid Waste Fund

FY	Principal	Interest	Total
<b>Total</b>	<b>\$255,000</b>	<b>\$71,964</b>	<b>\$326,964</b>
2021	-	6,888	6,888
2022	-	6,888	6,888
2023	10,000	6,888	16,888
2024	10,000	6,680	16,680
2025	15,000	6,462	21,462
2026	10,000	6,112	16,112
2027	5,000	5,874	10,874
2028	5,000	5,750	10,750
2029	5,000	5,620	10,620
2030	5,000	5,483	10,483
2031	50,000	5,346	55,346
2032	140,000	3,976	143,976
2033	-	-	-
2034	-	-	-
2035	-	-	-
2036	-	-	-
2037	-	-	-
2038	-	-	-

Note: Electric Fund principal does not include the bullet maturity due January 15, 2024 on the 2019A Line of Credit Note. Electric Fund interest shown above assumes the City pays interest in FY 2021, 2022, 2023, and 2024 on \$2.1 million of principal drawdowns.

# Municipal Advisor Disclaimer



The enclosed information relates to an existing or potential municipal advisor engagement.

The U.S. Securities and Exchange Commission (the "SEC") has clarified that a broker, dealer or municipal securities dealer engaging in municipal advisory activities outside the scope of underwriting a particular issuance of municipal securities should be subject to municipal advisor registration. Davenport & Company LLC ("Davenport") has registered as a municipal advisor with the SEC. As a registered municipal advisor Davenport may provide advice to a municipal entity or obligated person. An obligated person is an entity other than a municipal entity, such as a not for profit corporation, that has commenced an application or negotiation with an entity to issue municipal securities on its behalf and for which it will provide support. If and when an issuer engages Davenport to provide financial advisory or consultant services with respect to the issuance of municipal securities, Davenport is obligated to evidence such a financial advisory relationship with a written agreement.

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Version 1.13.14 GM / KL / DR



*Office of the City Manager  
Amanda C. Jarratt*

February 2, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Main Street Association Memorandum of Understanding

**Background Information**

Attached is the Virginia Main Street Biennial Memorandum of Understanding for the Virginia Main Street designated communities. This agreement is for the purpose of implementing the Main Street program in our community, as well as maintaining the Advancing Virginia Main Street designation and affiliation with the Virginia Main Street network. The Downtown Franklin Association is requesting the City Manager's signature on the document. City Council approved the execution of the previous agreement two years ago.

**Needed Action**

Provide direction to staff.



Virginia Main Street  
Biennial Memorandum of Understanding  
Designated Community  
2021-2022

SUMMARY

Main Street America (MSA) is the nationally recognized downtown revitalization program anchored by the National Main Street Center's Four Point Approach. Housed since 1985 in the Virginia Department of Housing and Community Development (DHCD), the Virginia Main Street (VMS) program serves as the State Coordinating Program on behalf of the National Main Street Center (NMSC).

Participation in the Virginia Main Street program is based on successful completion of a competitive application process offered periodically by the state program. Successful applicants are granted status and services as a newly designated Advancing Virginia Main Street community, the highest tier of the program. Designated Advancing Virginia Main Street programs that meet or exceed the National Main Street Center Standards of Performance are certified by the NMSC as Nationally Accredited Main Street America Communities. DHCD technical assistance services, training, and grant opportunities are available to designated Advancing Virginia Main Street and Nationally Accredited Main Street America Communities who meet the requirements of this Memorandum of Understanding (MOU) and its criteria for Advancing Virginia Main Street designation and National Accreditation.

PURPOSE OF THIS MEMORANDUM OF UNDERSTANDING

This MOU entered into and executed by the Virginia Department of Housing and Community Development (hereinafter referred to as DHCD) and Downtown Franklin Association (hereinafter referred to "DFA").

The purpose of this MOU is to clarify the expectations for DFA and DHCD as respects the Virginia Main Street Program.

## SECTION 1. EXPECTATIONS OF DFA

The purpose of this MOU is to clarify the expectations for DFA and DHCD as respects the Virginia Main Street Program. Any newly designated community has up to three (3) years to achieve accreditation. To that end, DFA agrees to:

- 1. Work in a traditional Main Street District as defined in VMS Program Guidelines Eligibility Criteria.** The Main Street District boundary is defined by the most recently submitted and DHCD-approved boundary of the local program.
- 2. Maintain an active public-private partnership with at least one (1) local government in which the Main Street District is located.** An annual/biennial agreement of services to be provided by each partner is strongly recommended. Financial, in-kind, and ongoing services should be defined in the agreement. A copy of the signed agreement should be transmitted to the DHCD.
- 3. House the local program in an independent 501(c)(3) non-profit organization dedicated to the revitalization of the Franklin traditional historic downtown district.** Alternative organizational structure must be approved by written agreement with DHCD prior to program participation in the Virginia Main Street program in the Advancing Virginia Main Street tier. Altering the organizational structure or local affiliation of the DFA program without prior written authorization by DHCD may result in nullification of this agreement.
- 4. Maintain an independent, active volunteer Board of Directors representing downtown stakeholders and the broader community, for the purpose of overseeing the vision, direction, and activities of DFA. It is recommended:**
  - a. The Board should rotate no more than 1/3 of its number in any given year;
  - b. Board members serve three-year terms with the option to rotate into a committee position at the close of their Board service. Board members may serve additional terms with at least two years between terms; and
  - c. Officers serve in no additional capacities during their terms of service.
- 5. Use the National Main Street Center's Main Street Approach** as the foundation for DFA's activities. Local programs may elect whether to employ Transformational Strategies incorporating each of the Four Points or to work in the traditional Committee structure: Organization, Design, Economic Vitality, and Promotion.
- 6. Have sustainable program funding.** A diverse funding stream should include, but not be limited to: local and other government donations and sponsorships; business or corporate donations and sponsorships; service and program fees, as appropriate; product

sales; public or private grants; in-kind services, product donations; event fees; and other funding sources.

- 7. Employ an Executive Director.** A full-time (40 hours weekly) professional executive director with education and/or experience in an appropriate field, such as economic development; public administration; non-profit management; historic preservation; urban/community planning and development; or business management. Rate of compensation should be commensurate with other economic development professionals and/or other non-profit executive directors in the area. Communities with populations under 5,000 can have success with a part-time director (a minimum of 25 hours per week).
- 8. Incorporate administrative systems and structures.** Administrative systems and tools help effectively manage program activities throughout the organization while benchmarking progress. Each year a comprehensive work plan and budget should outline activities of the committees as well as those of signature programs or events.
- 9. Maintain a copy of the agreement between the organization and any public or private partners (if applicable).** A copy of the signed agreement should be transmitted to the DHCD.
- 10. Maintain Accreditation as a National Main Street America Community by meeting or exceeding the National Main Street Center Standards of Performance as defined in all program documents and as assessed in the annual VMS Data Bonanza.** (See: The *Virginia Main Street Program Guidelines*, pg. 15, for more information on remediation and loss of designation.)
- 11. Maintain membership in the national Main Street America network.**
- 12. Submit timely information (monthly reports due quarterly by the 10<sup>th</sup> of April, July, October, and January; annual Data Bonanza (by January 10<sup>th</sup>); other information as required). For National Accreditation eligibility, the following must be submitted no later than January 10<sup>th</sup> or the date DHCD provides for the preceding year's activity:**
  - Annual submission of program progress measurement data (Data Bonanza)
  - Organizational information
  - Mission and Vision Statements
  - Most recent amended By-Laws
  - Work Plan with Budget for coming year
  - Board of Directors roster

- Project/Committee Volunteer roster
- Fund Development plan for coming year; assessment of report year fund development

**13. Signed Virginia Main Street MOU.** This memorandum of understanding clearly specifies the responsibilities of the downtown organization, local government and DHCD. Communities sign a memorandum of understanding every two years. All revisions to the signed memorandum must be proposed in writing to DHCD. Revisions must be submitted and approved in writing at least thirty (30) days prior to effective date.

**14. Continue local program volunteer and staff development in the Main Street Approach by attending training as provided by Virginia Main Street and the National Main Street Center.** Attendance by an organizational representative at all VMS training is expected. Attendance at trainings sponsored by the Center is highly encouraged.

**15. Maintain a historic preservation ethic.** Historic preservation is central to the Main Street program's purpose and is what makes historic and traditional commercial districts authentic places. Historic preservation involves saving, rehabilitating, and finding new uses for existing buildings, as well as intensifying the uses of existing buildings.

## **SECTION 2. ADVANCING VIRGINIA MAIN STREET PROGRAM OF SERVICES**

The DHCD'S Virginia Main Street Program is committed to supporting the successful participation of DFA in the Virginia Main Street program. To this end, the Virginia Main Street Program agrees to provide the following services and support to DFA:

1. Provide an annual minimum of two (2) on-site trainings, board retreat facilitations, or other technical assistance sessions as requested and program resources allow. These sessions will be provided by DHCD Staff;
2. Provide technical assistance with specific outcomes as part of an Advancing Virginia Main Street Service Plan (See **ATTACHMENT A: Advancing Virginia Main Street Service Plan**);
3. Offer an opportunity to request annual program services in the form of on-site trainings, workshops, or other technical assistance through the Virginia Main Street annual contract with the National Main Street Center. Participation in these consultant services are limited and available only as resources allow (See **Virginia Main Street Program Guidelines**);
4. Deliver electronic notifications for training opportunities, special events, and other communication as appropriate;
5. Provide long-distance technical assistance by telephone or electronic communication as DHCD staff time and resources allow;
6. Provided the organization with guidance for hiring an executive director as DHCD staff time and resources allow;
7. As required and DHCD staff time and resources allow, provide technical assistance for areas of concern as identified during the annual accreditation review or that may arise during the course of the program year. These services will be prioritized based on need and provided on a case-by-case basis;
8. Serve as the statewide Coordinating Program for the National Main Street Center. In this capacity, DHCD will provide accreditation recommendations to the Center, identify areas of concern for programs not meeting accreditation standards, and provide technical assistance in accordance with the agreed remedial program of work through the Mobilizing Main Street program;



9. As resources allow, provide grant and scholarship opportunities through the Virginia Main Street Grants program;
10. Provide information and referrals regarding additional DHCD grants, programs, and service opportunities as available.

### **SECTION 3. ADDITIONAL MOU TERMS**

DHCD and DFA jointly agree:

1. The terms of this MOU shall be in effect for two (2) calendar years commencing on January 1, 2021 and ending on December 31, 2022. This MOU will be reviewed every two (2) years. It may be revised through written agreement signed by both parties.
2. This MOU may be terminated by either party by giving written notice at least thirty (30) days before the effective date of termination. Reasons for termination may include, but are not limited to: non-compliance with this MOU. Main Street<sup>®</sup> affiliation and permission to use the Main Street<sup>®</sup> trademarked name will be revoked upon termination. Upon termination of this MOU all signs (road signs, banners, wayfinding signage, office or other signage); printed or electronic communication; maps, mobile applications, websites, social media, or other promotional vehicles containing Main Street<sup>®</sup> indicia must be returned to DHCD or removed from display.





**ATTACHMENT A:**

**Advancing Virginia Main Street Service Plan  
Organization: Downtown Franklin Association**

INSERT ACTIVE VMS GRANTS AND COMMUNITY WORK PLAN, TO BE DEVELOPED  
FOLLOWING 2021 MAIN STREET AMERICA COMMUNITY ACCREDITATION REVIEW



*Office of the City Manager  
Amanda C. Jarratt*

February 3, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

### **General Updates**

- The COVID-19 cases in the City of Franklin continue to increase. Precautions remain in place and we ask that all citizens continue to follow the recommendations of the Virginia Department of Health and Center for Disease Control. We continue to monitor the situation in the public as well as the City workforce. We are also working closely with the Virginia Department of Health on vaccine distribution.
- Prior to the onset of the COVID-19 pandemic recycling was a point of discussion amongst the regional Chief Administrative Officer's. Due to changes at the international level those items placed in the recycling containers are not in fact being recycled but sent to Wheelabrator for incineration or to the SPSA landfill. The citizens and the City are still continuing to bear the burden of the cost when in fact the intent to recycle is not being achieved. As budget season approaches this is again a point of discussion. The Town of Smithfield has recently decided to suspend their curbside recycling program. If we were to suspend the curbside recycling program and the volume go to the landfill the net savings to the City of Franklin would total \$113,403.00. This would greatly assist us in accounting for the increased cost of landscaping incurred by the City.
- No additional customers have been assisted since the last City Council meeting. This brings the total number of customers that have been assisted via the Municipal Utility Arrearage Assistance Program to 417 at a total of \$95,152.45. The covered period has been extended from March 1, 2020 to December 31, 2021. The criteria of a onetime payment still applies.
- We are in the process of implementing the process to accept EBT benefits at the Franklin Farmers Market. We are excited about this new feature and hope to have everything in place prior to the start of the spring season.
- City offices will be closed on Monday February 15, 2021 in observance of Presidents Day. Trash collection will occur on Tuesday February 16, 2021.

### **Community Events**

- The Department of Parks and Recreation will be sponsoring the following program:
  - Spring Break Camp April 5<sup>th</sup>-9<sup>th</sup> for ages 5-12. Spaces are limited and individuals should call 757-562-2475 for additional information.